



# bain apartments co-operative incorporated

May 28, 2020

## **Summary of Public Health/Government Guidelines for Office and Maintenance Re: COVID-19**

The provincial framework and guidelines for reopening can be found here:

<https://www.ontario.ca/page/framework-reopening-our-province>

The framework details three Phases. Phase One: Protect & Support, Phase Two: Restart, Phase Three: Recover. We are currently in Phase Two, which is broken down into three stages.

Phase Two, Stage One (current): opening select workplaces that can immediately comply with public health restrictions (listed in May 14, 2020 News Summary), open some outdoor spaces like parks, continue cautiously on all fronts. *As of Tuesday, June 2<sup>nd</sup>, 2020, we will have been in this stage for two weeks.*

Phase Two, Stage Two: opening more workplaces based on risk assessments, which *may include office and additional retail workplaces*, opening more outdoor spaces and allowing some larger gatherings, continued caution and protection of the most vulnerable.

Phase Two, Stage Three: opening all workplaces responsibly, further relaxing restrictions on public gatherings, continued protection for vulnerable populations

**Stages Two and Three will come after lessons are learned from Stage One and how to move forward correctly is clearer. Stage One will last a minimum of three to four weeks, according to Ontario's Chief Medical Officer of Health. Please note that offices "may" be allowed to open in Stage Two.**

As workplaces open, employers must ensure the safety of their employees. Industry-specific guidelines are available at: [Ontario.ca/covid19](https://www.ontario.ca/covid19)

### **Health and Safety Guidelines During COVID-19 for Employers of Office Settings:**

<https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-office-settings>

#### Summary:

- Have staff work remotely as much as possible
- Development of systems to conduct work away from the office e.g. from their home
- Restrict access to building to only essential personnel
- If direct client contact is essential and cannot be avoided, then staff should consider using personal protective equipment: e.g. having staff and/or client wear surgical mask
- Staff must follow proper personal hygiene (frequent hand washing, cough etiquette, avoid touching face, stay home if sick, etc)

- Establish effective Occupational Health and Safety and Infection Prevention and Control Plan (details in document)
- Employers should increase the sanitization of the workplace (details in document)
- Physical Distancing protocols must be followed

**Workplace Safety & Prevention Services Guidance on Health and Safety for Office Administration and Secretarial Staff during COVID-19:**

<https://www.wsps.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-admin-health-and-safety-guidance.pdf?ext=.pdf>

Summary:

- Similar guidelines to previous: work from home whenever possible, handwashing, physical distancing, barriers, etc.

**Workplace Safety & Prevention Services Guidance on Health and Safety for Maintenance and Facilities Management Employees during COVID-19:**

<https://www.wsps.ca/WSPS/media/Site/Resources/Downloads/covid-19-maintenance-employees-health-and-safety-guidance.pdf?ext=.pdf>

Summary:

- Hand hygiene, physical distancing
- Keep surfaces and objects (i.e. tools) clean, increase cleaning frequency
- Assess hazards and minimize risks where you can see them
- Increase airflow/ventilation of workspaces to reduce risk of a build up of contaminated air
- Can you put barriers between yourself and the people you interact with?
- Consider designated workspaces to reduce shared space
- Wear PPE as required

Thank you,

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